

PROHIBITED

- PURCHASES OVER \$5000.00
- ALL TRAVEL EXPENSES
- GIFT CARDS
- ALCOHOL
- SHARING CARD
- PERSONAL PURCHASES
- GIFTS/FLOWERS
- RESTAURANTS
- AIRLINE/ BUS & TRAIN TICKETS
- ENTERTAINMENT
- COMPUTERS
- FSU BOOKSTORE PURCHASES
- APPLIANCES FOR OFFICES
- SOCIAL FUNCTIONS
- OFFICE DECORATIONS
- DELIVERY OFF CAMPUS
- MARYLAND STATE SALES TAX

PROCUREMENT CARD QUICK TIPS

MONTHLY TRANSACTION LOGS



- USE THE PROCUREMENT WEBSITE FOR INFORMATION AND NECESSARY FORMS
- COMPLETE EACH MONTH'S REDISTRIBUTION AS THEY HIT WORKDAY
- HAVE THE LOG, STATEMENT AND DOCUMENTATION FOR EVERY TRANSACTION AND CREDIT
- NOTE DISCREPANCIES
- SIGN TRANSACTION LOG AND BANK STATEMENT
- HAVE REVIEWER APPROVE AND SIGN LOG AND BANK STATEMENT
- KEEP ALL LOGS FOR 1 YEAR IN A CENTRAL LOCATION
- COMPLETE AND SUBMIT ACTIVITY LOG BY THE 12TH

Supervisor/Reviewer's Duties

- Approve cardholders' logs by the 10th of each month
- Ensure documentation is sufficient
- Ensure that a reasonable price is paid
- Request account suspension when cardholder is out for extended leave
- Notify the Procurement Card Program Administrator (PCPA) of any irregularity
- Remember that your signature means that you approve every transaction being charged to your budget
- Verify that redistributions have been completed
- Review spending limits and request changes as needs change



PROCUREMENT CARD RECORDS ARE PUBLIC INFORMATION

NOTIFY PROCUREMENT IF:

- YOU LOSE YOUR CARD
- YOU LEAVE THE DEPARTMENT OR THE UNIVERSITY
- YOU ARE ON EXTENDED LEAVE
- YOUR REVIEWER CHANGES
- YOUR DEPARTMENT MOVES
- YOUR PURCHASE EXCEEDS \$5,000.00
- YOU HAVE A CONTRACT TO SIGN
- YOU NEED TO PURCHASE OR DISPOSE OF HAZARDOUS MATERIALS
- YOU NEED TO PURCHASE FURNITURE
- YOUR PURCHASE NEEDS TO BE DELIVERED OFF CAMPUS
- YOU HAVE PROGRAM QUESTIONS
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